

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1. REQUISITION NO.		PAGE 1 OF 1	
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30							
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NO. N/A		5. SOLICITATION NO. 1435-04-05-RQ-41230	
7. FOR SOLICITATION INFORMATION CALL		a. NAME Rob V. Roberts		b. TELEPHONE NO. (No collect calls) (703) 787-1493		6. SOLICITATION ISSUE DATE 07 December, 2004	
9. ISSUED BY U.S. Department of the Interior – GovWorks Attn: Ms. Kimberly Bass 381 Elden Street, MS2510 Herndon, VA 20170-4817		CODE		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input type="checkbox"/> SMALL BUSINESS <input checked="" type="checkbox"/> Service Disabled Veteran-Owned Small B. <input type="checkbox"/> 8(A) NAICS: 811212 SIZE STD: \$21.0 Million		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
12. DISCOUNT TERMS Net 30 Days		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO See Schedule		CODE		16. ADMINISTERED BY Contracting Officer in Block 9 above.		CODE	
17a. CONTRACTOR/ OFFEROR		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY U.S. Department of the Interior – GovWorks 381 Elden Street, MS 2300 Herndon, VA 20170-4817 (Send Invoices to the Contracting Officer in Block 9 above)	
TELEPHONE NO.		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
23. UNIT PRICE		24. AMOUNT		The Contractor shall perform work in this purchase order as specified in the attached Statement of Work. (Attach Additional Sheets as Necessary)			
25. ACCOUNTING AND APPROPRIATION DATA 5-5B-2500-R57 OC: 252J							
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.				<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>1</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) KIMBERLY BASS		31c. DATE SIGNED	
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> CONTRACT, EXCEPT AS NOTED ACCEPTED, AND CONFORMS TO THE				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT REPRESENTATIVE				32c. DATE		35. AMOUNT VERIFIED CORRECT FOR	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				42a. RECEIVED BY (Print)		37. CHECK NUMBER	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				41c. DATE		40. PAID BY	
42b. RECEIVED AT (Location)				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	



December 7, 2004

To: All Prospective Offerors:

From: GovWorks/Department of the Interior

Subject: Request for Quote (RFQ) – RFQ/Project No. 41230

GovWorks is issuing this RFQ on behalf of the U.S. Army Office of the Surgeon General for the purpose of entering into a purchase order for equipment maintenance services. **GovWorks will conduct this acquisition using Part 12 under the Federal Acquisition Regulation.** Far Clauses 52.212-1 and 52.212-3 through 52.212-5 are provided as an attachment. ***This project is set aside 100% for Service Disabled Veteran-owned Small Business Concerns.*** If you are interested in this acquisition, you may participate by submitting your response in accordance with the following instructions. **The RFQ Due date (closing date) is on or before 2:00 pm Eastern Standard Time, Tuesday, December 28, 2004. Submission shall be via email followed by a hard copy via mail. NOTE: Due to e-mail server and pipeline limitations, please limit the size of each e-mail with attachments to 3 MB.**

Offerors are required to notify Rob V. Roberts via email of their intent to participate immediately. Offerors are required to submit both a written technical quote and a price quote to Government officials for the purposes of assuring that the prospective Contractor is fully cognizant of the scope of this contract and has the capability to complete all Statement of Work (SOW) requirements.

If you have questions regarding this requirement, please submit your inquiries immediately via email but **no later than 17 December 2004, 2:00pm Eastern Standard Time to Rob V. Roberts** at the below listed e-mail address. Questions with the Government's responses will be e-mailed to each interested offeror. Please be advised that the Government reserves the right to transmit those questions and answers of a common interest to all prospective Offerors.

SITE VISIT

Not Applicable

SUBMISSION REQUIREMENTS

Your offer **MUST** cite the appropriate Schedule Contract Number (if applicable) in your proposal submission along with your tax identification number (**TIN**) and Dun & Bradstreet Number (**DUNS**), North American Industrial Classification System (**NAICS**) and Standard Product Code. Please ensure that your firm is CCR Certified (<http://www.ccr.gov>).

TECHNICAL QUOTE (Volume 1a)

Offerors shall provide a technical proposal that includes the following three general areas:

- A. Management Approach and Technical Capabilities,
- B. Personnel Qualifications, and
- C. Organizational Experience

(1) Discussion of the background, objectives, and work requirements of the statement of work as analyzed by the offeror,

(2) Discussion of proposed methods and techniques for completing each task,

(3) Discussion which supports how each task will be evaluated for full performance and acceptability of work from the offeror's viewpoint,

(4) Discussion of any anticipated major difficulties and problem areas, along with potential recommended approaches for their resolution, and

(5) Discussion on major logistical considerations.

The Offeror must define their management and technical approach that satisfies the requirements defined in this document. Please include a (1) staffing plan and (2) resumes for key personnel and (3) a description of your current personnel resources for this, which addresses their capabilities and experience relating to the attached Statement of Work. At a minimum, this section of the proposal must include:

- Organizational Structure (Org chart and resource headcount required to support the requirement)
- Identification of roles and specify responsibilities for each role
- Definition of the primary skill set required for each role
- Description of resource planning processes and procedures to support the changing needs of the environment
- Description and definition of management methods and processes for all types of support activities
- Description of resource training, skills development and certification approach
- Description of management and status reporting approaches
- Resumes and letters of commitment are required for all proposed staff. Resumes should be limited to three (3) pages and must include the proposed labor category for the individual.

PAST PERFORMANCE (Volume 1b)

- The Offeror shall identify three (3) contracts/task orders with the Federal Government and/or commercial customers that demonstrate recent and relevant past performance. Recent is defined as within the last three years. Relevant is defined as work similar in complexity and magnitude of the work described in this Statement of Work.

Include the following information:

- Project title
- Description of the project
- Contract number
- Contract amount
- Government Agency/Organization
- COTR's name, address, and phone number
- Contracting Officer's name, address, and phone number
- Contract and, if applicable, task order number
- Current status, e.g., completed and/or if in progress, start and estimated completion dates
- Dollar value and type of contract
- Name of company being referenced
- SOW paragraphs that the reference applies to
- Key personnel (please highlight those individuals who worked on the relevant project(s) and are also being proposed for this effort.)
- A brief narrative of why you deem the reference to be relevant to this effort

The Government may also consider information obtained through other sources. Past performance information will be utilized to determine the quality of the contractor's past performance as it relates to the probability of success of the required effort.

PRICING QUOTE (Volume 2)

Your cost/price quote shall be a **separate volume** from your technical quote. The cost quote is to be submitted as a **time and materials quote**.

Your cost quote shall give a firm fixed price to repair/maintain each equipment item listed in attachment A.

Price quotes shall include the following:

- 1) A firm fixed price to maintain each type of equipment item (per year of effort). The quantity of items maintained by the contractor will increase and decrease at times, however the unit price shall remain firm.

EVALUATION

Quotes will be reviewed and evaluated in accordance with the evaluation criteria identified below:

The first four (4) technical factors: A. Management Approach and Technical Capabilities, B. Personnel Qualifications, and C. Organizational Experience and D. Past Performance are evaluated according to the factors shown below. Factors A, B, C and D are roughly equal to each other, Factor E Price/Cost is less important. Sub-factors listed under each factor are of equal importance to each other.

TECHNICAL QUOTE (Volume 1a)

A. Management Approach and Technical Capabilities

1. Understanding of the work, including creativity and thoroughness shown in understanding the objectives of the SOW and specific tasks, and planned execution of the project.
2. Evidence of specific methods and techniques for completing each discrete task, to include such items as quality assurance, and customer-service.
3. Ability to address anticipated potential problem areas, and creativity and feasibility of solutions to problems and future integration of new processes and technology enhancements.
4. Degree to which the offerors proposal demonstrates an understanding of logistics, schedule, and any other miscellaneous issues in which the Government should be aware.
5. Quality and effectiveness of the allocation of personnel and resources.

B. Personnel Qualifications

1. The currency, quality and depth of experience of individual personnel in working on similar projects. Similar projects must convey similarity in topic, dollar value, workload, duration, and complexity.
2. Quality and depth of education and experience on other projects which may not be similar enough to include in response to B.1. (Immediately above) but may be relevant.
3. The currency, quality and depth of how the Project Director will supervise and coordinate the workforce.

C. Organizational Experience

1. Evidence that the organization has current capabilities; and for assuring performance of this requirement. Evidence of supporting subcontractors, consultants and business partners will be considered.
2. Appropriate mix and balance of education and training of team members.

TECHNICAL QUOTE (Volume 1b)

D. Past Performance

1. The organizations history of successful completion of projects; history of producing high-quality reports and other deliverables; history of staying on schedule and within budget.

2. The quality of cooperation (with each other) of key individuals within your organization, and quality of cooperation and performance between your organization and its clients.
3. The organization's specific past performance on prior similar efforts specified within this SOW.

PRICE QUOTE (Volume 2)

E. Price/Cost

Technical Factors are more important than cost or price. Selection of the firm to perform this contract will be based on the Government's assessment of the best overall value.

PERIOD OF PERFORMANCE: The resulting award will have a Performance Period beginning at the time of award and ending 12 Months after award. There will also be four (4) follow on Option Periods which the Government may choose to exercise.

CONTRACT AWARD

Contract award shall be made to the responsible Offeror whose offer, in conforming to this RFQ, provides an overall best value to the Government, technical evaluation factors, and price/cost considered. The Government's objective is to obtain the highest technical quality considered necessary to achieve the project objectives, with a realistic and reasonable cost. Technical evaluation factors are more important than price/cost. In the event proposals are evaluated as technically equal in quality, price or cost will become a major consideration in selecting the successful Offeror.

AVAILABILITY OF FUNDS

The award of this RFQ is subject to the availability of funds.

RFQ DUE DATE

Due to the critical schedule for this effort, the due date for responses to this RFQ, both technical and cost quotes, **shall be via email** at the addresses specified below, **on or before 2:00pm Eastern Standard Time, Tuesday, December 28, 2004**. Also, the email submission **MUST** be followed up with an original hard copy at the address specified for receipt of offers below within 3 business days. Any "no-quote reply" should include a brief statement as to why you are unable to perform.

ADDRESS FOR RECEIPT OF OFFERS

Please submit your offers electronically to the following email address: Robert.Roberts@mms.gov

Original documents should be mailed to the following address:

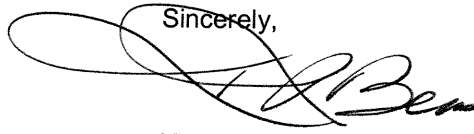
OTSG Equipment Maintenance
RFQ No. 41230

GovWorks/Department of the Interior
Procurement Operations Branch, MS 2510
381 Elden Street
Herndon, VA 20170
Attn: Mr. Rob V. Roberts, 703-787-1493
Robert.Roberts@mms.gov

Please note that MMS/GovWorks is located in a secure building. If offers are hand delivered, please ensure that the courier is instructed to use the courtesy phone in the rear of the lobby (to the right of the elevators) to call the Branch on extension 1354. A staff member will meet the courier to receive the submittal.

If you have any questions regarding this request, please contact Rob Roberts at the information listed above or you may contact me by e-mail at Kim.Bass@mms.gov or call me on (703) 787-1397.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Bass', with a large, stylized loop at the beginning.

Kimberly Bass
Contracting Officer

Attachment (s)

1. Statement of Work
2. Equipment List
3. FAR Clauses 52.212-1,3,4,5
4. Wage Determination 94-2103